



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

13 MAY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 133 – Customs and Courtesies

1. REFERENCES.

- a. AR 600-20, Army Command Policy, 13 May 02.
- b. AR 600-25, Salutes, Honors and Visits of Courtesy, 24 Oct 04.
- c. DA PAM 600-60, A Guide to Protocol and Etiquette for Official Entertainment, 11 Dec 01.

2. POLICY. I expect all military personnel assigned to Fort Huachuca to adhere to our long established customs and courtesies. I charge the Command Sergeants Major and the Noncommissioned Officer Corps with the training and enforcement of these standards, though all leaders need to be involved.

3. PROCEDURES. Military bearing, customs and courtesies are vital to a unit's discipline and morale. Something as routine and simple as the hand salute can tell a leader a lot about a unit's discipline. The challenge for leadership is getting everyone involved. Don't be afraid of making on the spot corrections. Remember that the lowest standard accepted becomes the standard. Do not be the leader who lowers standards.

3. PROPONENT. Command Sergeant Major, US Army Intelligence Center and Fort Huachuca, 533-1146.

A handwritten signature in black ink, appearing to read "BARBARA G. FAST", is located above the typed name.

BARBARA G. FAST
Major General, USA
Commanding

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